

City of Martinsville



Sheriff's Office

Dear Applicant:

We are pleased that you have an interest in the Martinsville Sheriff's Office. Our agency has provided many years of dedicated service to the citizen's of Martinsville. Before applying we feel it is important that you are aware of several requirements and qualifications for the positions of Deputy Sheriff and Deputy Cadet.

- You must be a U. S. Citizen.
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- You must be 21 years of age.
- You must have completed high school or passed a general education program (GED)
- Must reside within thirty (30) miles of the Sheriff's Office in the Martinsville Henry County area or be willing to relocate within the required miles within the first twelve (12) months of employment.
- All applicants must possess a valid Virginia operator's license at the time of employment. A negative point balance of less than -2 will disqualify you from the process. Recent multiple violations can be an eliminator as well (regardless of where the violations occurred). If you are not sure of your point balance, contact your local Virginia DMV office.
- Undergo a background investigation, including fingerprint-based criminal history record inquiries to both CCRE and FBI of investigation.
- A high moral standard is required of all deputy applicants. A criminal conviction for any felony *will* be grounds for disqualification. Any misdemeanor conviction *may* be grounds for disqualification.
- Any felony through own admission where charges were not sought *may* be grounds for disqualification.

- Any other *misdemeanor* conviction or through own admission of guilt that occurred in another state that would be a *felony* in Virginia *may* be grounds for disqualification.
- Any felony drug use (heroin, cocaine/crack, LSD/acid, methamphetamines, etc) *may* eliminate you from the process.
- Any drug use within the last two years will eliminate you from the process.
- Any admissions or convictions of intent to sell drugs for obtaining money *will* eliminate you from the process.
- Applicants must have an acceptable work history. Poor work performance can be a reason for disqualification.
- If you are successful and subsequently made an unconditional offer of employment, you will then have to have a successful physical examination, a negative drug screening unless can be explained to the agency's satisfaction. You will attend a DCJS approved academy for several weeks. You will be expected to participate in daily, rigorous physical training. If you feel you are not in satisfactory physical condition, you may wish to start a physical training program now. For your safety, we encourage you to first contact a medical professional before starting any physical fitness program or activity.

If you think of any of the above requirements may eliminate you from the process, please contact the Martinsville Sheriff's Office **before** applying. You can reach us by calling (276) 403-5151. We will discuss your concerns and advise if it will have any impact on your selection process.

The application has to be completely filled out before returning it. You must have enclosed a copy or original of the following:

- Authorization For Release Of Information Agreement
- Valid Virginia Drivers Licenses
- High School Diploma or proof of passing the General Education Development Exam
- Birth Certificate or Certificate of proof of U.S. Citizenship

There will be a pre-screening of your returned application before inviting you being invited to our test day. The pre-screening must be completed using the information you provide, if not your application will not be processed.

We wish you well as you begin your employment process with the Martinsville Sheriff's Office. You have selected a career that will provide a valuable service to the citizens of Martinsville. Good Luck!

MARTINSVILLE SHERIFF'S OFFICE

13 Moss Street / P.O. Box 1326, Martinsville Virginia 24114

Phone: (276) 403-5151; Fax: (276) 403-5286



APPLICATION FOR EMPLOYMENT INSTRUCTIONS

1. The Sheriff's Office accepts applications for full time positions when advertised and must be received by the end of the business day on the closing date indicated for each position. Part time positions are accepted Monday-Friday 8:30 AM – 5:00 PM, except holidays.
2. Resumes will not be accepted in lieu of completed applications, but may be included for supplemental information. Applications may be photo-copied and /or faxed. If received unsigned, incomplete, or after the closing date it will not be processed. All Applications, resumes, transcriptions, letters of reference and other information submitted will be kept in an active file for a period of 12 months and become the property of the Sheriff's Office and will not be returned.

ANSWER ALL QUESTIONS-PLEASE TYPE OR PRINT CLEARLY IN BLUE OR BLACK INK

Name: _____
Last First Middle (Maiden)

Current Address: _____
Street Apt. #

City State Zip Code County

Mailing Address

(If different from above) City State
Zip

City or County of legal residence _____

Home Phone: () _____

Work Phone: () _____

Pager Number: () _____

Cell Phone: () _____

E-Mail address: _____

Social Security Number: ____/____/____

Date of Birth: ____/____/____

Drivers License: _____

(State and Number)

City of Birth: _____

U.S. Citizen: Yes [] No [] By Birth [] Naturalization [] (If naturalized, complete below)

City, State, Court: _____

Certificate number: _____ Petition number: _____

Date issued: _____

MISCELLANEOUS

1. Have you ever been employed by the City of Martinsville? If yes. Indicate the years and department

Yes _____ No _____

2. Do you have any relatives currently working for the City? (If yes. Indicate below his/her name.

Your relationship, and department in which he/she works)

Yes _____ No _____

3. Can you provide your own transportation to work if required by the job?

Yes _____ No _____

4. Are you a legal citizen of the United States?

Yes _____ No _____

5. Have you served as a law enforcement or correctional officer before?

Yes _____ No _____

6. Have you served in the military?

Yes_____ No_____

7. Does your education extend beyond High school or GED exam?

Yes_____ No_____

8. Are you now certified as an Emergency Technician or beyond?

Yes_____ No_____ Beyond yes _____

9. Have you ever been certified as an Emergency Tech. Or beyond?

Yes_____ No_____

10. Have you ever been turned down for employment by another law enforcement agency before?

Yes_____ No_____ If yes list below where and the reason if known.

IF NEEDED EXPLANATION FOR YOUR ANSWERS TO QUESTIONS 1-9 USE THE SPACE BELOW:

The Martinsville Sheriff's Office is an Equal Opportunity Employer

